



Creating a Training Plan for Staff

Staff are the face of your program and will help find, create, and maintain partnerships. Much of partners' experiences with the program will rely on their interactions with staff. Using a training and coaching plan, prepare staff to be ambassadors for the program and utilize and manage partners effectively.

Staff need training in

- ☐ Identifying program gaps and needs
- ☐ Managing partners and best utilizing their assistance
- ☐ Asking partners for their help
- ☐ Explaining the program's mission and visions
- ☐ Sustaining partnerships
- ☐ Other

How much time is available, and when, for staff training?

- ☐ During orientation
- ☐ During staff meeting time
- ☐ During program breaks
- ☐ In conjunction with school teacher professional development
- ☐ At conferences
- ☐ In professional development sessions scheduled during the year
- ☐ Other

Topic	Date	Time	Who participates	Who leads